

## **BOARD OF ELECTROLYSIS EXAMINERS**

### **MINUTES**

**DATE:** May 19, 2005

**TIME:** 11:50 AM

**LOCATION:** Cumberland Room  
Ground Floor, Cordell Hull Building  
425 Fifth Avenue North  
Nashville, TN 37247-1010

**MEMBERS PRESENT:** Marty McClain, Board Chair  
Eldon Pippin, Secretary  
Richard Collier, Educator  
John C. Frist, Jr., Physician

**MEMBERS ABSENT:** one position vacant

**STAFF PRESENT:** Pamela Pitts, Board Administrator  
Marva Swann, Unit Director  
Nicole Armstrong, Advisory Attorney  
Jerry Kosten, Regulations Manager

With a quorum being present the meeting was called to order by Mr. McClain at 11:50 AM.

Mr. McClain acknowledged John C. Frist, Jr., MD as the new Board Member, position Physician.

#### **Conflict of Interest**

Ms. Armstrong reviewed the Conflict of Interest Policy with the Board Members and reminded them of their responsibilities and to sign the new Policy and submit to Ms. Pitts.

#### **Office of General Counsel**

Ms. Armstrong presented the Office of General Counsel report and informed the Board that currently there are no open cases and there are no contested case hearings scheduled for this meeting.

#### **Minutes**

A motion was made by Mr. Pippin to approve the December 3, 2004 Board Meeting Minutes and seconded by Dr. Frist. The motion carried.

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### **Roll Call Vote and Rule Making Hearing**

Mr. Kosten presented the roll call vote for the April 4, 2005 rulemaking hearing regarding Infection Control Standards and all applicants must complete 600 hours of Electrolysis School before taking the practical exam. Mr. Collier made the motion to adopt the rule, Mr. Pippin seconded. The motion carried. Ms. Pitts conducted the roll call vote to adopt the rule. Mr. Pippin, Mr. Collier, Mr. Frist, and Mr. McClain all voted yes.

Mr. Kosten considered with the Board authorizing a rulemaking hearing regarding criminal background checks for all new applicants and reducing the number of college hours from 23 to 17 and renaming the categories. Also delete the fact that applicants receive a deficiency letter by certified mail. The Board voted for authorizing a rule making hearing to adopt criminal background check for new applicants, reducing the required number of college hours from 23 to 17 and renaming the categories, and deleting the fact that applicants must receive deficiency letters by certified mail. A motion was made by Mr. Pippin, seconded by Mr. Collier. The motion carried. Mr. Kosten informed the Board that there was no way we could prorate renewals or allow a licensee to renew for one year.

### **Ratifications**

A motion was made by Mr. McClain and seconded by Mr. Pippin to approve the newly licensed. The motion carried.

### **Disciplinary Status and Investigation Report**

Ms. Armstrong reviewed the disciplinary report which shows a total of three people have been disciplined. The investigative report shows three cases closed with no action. Currently there are no complaints at this time.

### **Applicant File Review**

Ms. Pitts introduces the applicant Ms. Constance Willits. Ms. Willits request to come before the Board to obtain an Electrolysis license by reciprocity although New York does not require a license to practice Electrolysis. Ms. Willits has passed the IBEC exam on April 20, 1986, which is comparable to the AEA exam. Ms. Armstrong acknowledges

### **Applicant File Review continued**

Ms. Willits Continued Education and work experience as an Electrologist and regrets to inform her that she can not become licensed in the State of Tennessee by our rules and regulations she does not meet the requirements. A motion was made to deny by Mr. Collier and seconded by Mr. Pippin. The motion carried.

At this time the Board took a recess.

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### **Administrative Report**

Ms. Pitts presented the following Administrative statistical information:

<b>Electrologists</b>
Active Licensees – 55
Retired Licensees – 33
Failed to Renew – 48

<i>Measure</i>	<i>Goal</i>	<i>1<sup>st</sup> &amp; 2<sup>nd</sup> Qtr. Avg.</i>
Renewal Processing Time	14 days	9.1
Application Processing Time	100 days	N/A

Ms. Pitts reported in the month of April 2005, a total of 3 Electrologist renewed on- line.

### **Election of Officers**

A nomination was made by Mr. Collier for Mr. Pippin to become the Board Chair, Mr. McClain seconded the motion. The motion carried. A motion was made by Mr. McClain to nominate Mr. Collier as Board Secretary, Mr. Frist seconded. The motion carried.

### **Ratifications**

A motion was made by Mr. Pippin to approve all newly licensed applicants Gia Riccelli, Valerie Herron, Ginger Carwile, and Lisa Stovall. The motion was seconded by Mr. Collier. The motion carried. A motion was made by Mr. Pippin to approve an Electrologist to upgrade to Instructor. Mr. Collier seconded. A roll call voted was conducted Mr. Pippin and Mr. Collier voted yes. Mr. McClain recuse himself as a conflict of interest. The motion carried.

### **Adjournment**

All business was concluded and the meeting was adjourned at 12:30 PM.

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